

**SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY**  
**EMPLOYMENT OPPORTUNITY**

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

**OPEN COMPETITIVE**

**COURT INFORMATION PROCESSOR (CIP 1, 2 OR 3)**

**EXISTING VACANCIES WITH ADULT PROBATION, JUVENILE PROBATION & SUPERIOR COURT**

**INFORMATION FOR  
APPLICANTS:**

Depending on candidates' qualifications and the needs of the department, the appointing authority may select the successful candidate as a CIP 1, 2 or 3.

**RECRUITMENT DATES:**

Monday, May 10, 1999 - Open

**SALARY:**

**New Entry Salary:** \$8.38 per hour - \$9.79 per hour (depending on qualifications)

**POSITION  
QUALIFICATIONS:**

**CIP 1:** One year of general office experience or six months of clerical support experience in assigned department. One year of post secondary education may be substituted for the one year experience requirement. **CIP 2:** One year of experience as a CIP 1, or two years of general clerical experience. One year of post secondary education may substitute for one year of the experience requirement. **CIP 3:** Two years of experience as a Court Information Processor II, or three years of general clerical experience. One year of post-secondary education may substitute for one year of general clerical experience. **Additional Information:** **Successful candidates will be subject to fingerprinting/criminal history check.**

**SELECTION PROCEDURE:**

Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **WRITTEN EXAM. SINCE MANY ASSIGNMENTS REQUIRE TYPING SKILLS, APPLICANTS WILL BE AFFORDED THE OPPORTUNITY OF PARTICIPATING IN PERFORMANCE EXAMS.** "TYPING TESTS ARE PERFORMED ON PERSONAL COMPUTERS." The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be required to pass a written exam. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

**FILING PROCESS:**

Required County Application Form (3100-049) AND SKILLS INVENTORY must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet Address: [www.maricopa.gov](http://www.maricopa.gov)

**WHAT HAPPENS TO  
YOUR APPLICATION:**

Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY  
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES  
AN EQUAL OPPORTUNITY EMPLOYER

**ANNOUNCEMENT NUMBER: 103907- CM/7**  
**RECRUITMENT ABBREVIATION CODE: \* CIP 1**

**DATE PUBLISHED: Tuesday, July 6, 1999**  
Supersede: 103565

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**ESSENTIAL JOB TASKS:**

Performs a variety of clerical support functions which may include word processing, automated records processing, maintaining court calendars, dockets, chartering, account clerk or other court support duties. Prepares, issues, reviews and certifies legal documents. Answers phones. Reads, proofs and edits copy for proper grammar, spelling, English usage and format. Performs operations to create, retrieve, revise, delete or update information. Processes requests for information from departmental staff or other criminal justice agencies. Acts as receptionist. Operates copy machine. May run errands and make deliveries.

# SKILLS INVENTORY

Please complete this form carefully. The information is used to refer you for openings which involve tasks and conditions you prefer and for which you qualify. Be sure to sign and date at the bottom of the form.

NAME: \_\_\_\_\_  
(PLEASE PRINT)

**1. JOB TASKS: For each task listed, check the appropriate box.**

HAVE PERFORMED	NEVER PERFORMED	LIKE	DISLIKE	TASKS
				Filing, sorting or arranging documents or other materials
				Operating office, duplicating or copying machines
				Answering the telephone
				Acting as receptionist, assisting people
				Composing correspondence, preparing reports
				Computing with numbers
				Typing statistical tables or reports
				Reviewing documents for accuracy and/or completeness
				Preparing payroll
				Typing from transcription equipment (Dictaphone)
				Typing meeting minutes using mechanical transcription equipment
				Taking notes at meetings and preparing minutes
				Taking and transcribing oral dictation
				Supervising clerical employees
				Preparing/maintaining personnel records

**2. EQUIPMENT: Check the equipment you have operated:**

\_\_\_\_\_ TYPEWRITER (approximate WPM: \_\_\_\_\_)

\_\_\_\_\_ MECHANICAL TRANSCRIPTION EQUIPMENT (DICTAPHONE)

\_\_\_\_\_ 10-KEY ADDER (TOUCH)

\_\_\_\_\_ SWITCHBOARD, CALL DIRECTOR, OR MULTI-LINE PHONE

If multi-line phone, please indicate number of lines \_\_\_\_\_

**3. SHORTHAND SKILLS:**

Do you have shorthand skills? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, approximate words per minute at which you can take shorthand \_\_\_\_\_

**4. DO YOU HAVE A VALID ARIZONA DRIVER'S LICENSE? \_\_\_\_\_ YES \_\_\_\_\_ NO**

PLEASE SEE REVERSE FOR ADDITIONAL QUESTIONS

## SKILLS INVENTORY

### 5. COMPUTER SKILLS:

List the types of **personal computers** with which you are proficient: (IBM, Macintosh, Apple, etc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

List the **word processing** software packages with which you are proficient: (WordPerfect, Word, etc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

List the **database management** software packages with which you are proficient: (Dbase, Paradox, etc.)

_____	_____	_____
_____	_____	_____

List the **spreadsheet** software packages with which you are proficient: (Excel, Lotus 1-2-3, etc.)

_____	_____	_____
_____	_____	_____

List the **graphics** software packages with which you are proficient: (Harvard Graphics, PowerPoint, etc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

### 6. DEPARTMENTAL PREFERENCE:

If you wish to work only for a particular department, please specify:

\_\_\_\_\_

If you DO NOT wish to work for a particular department, please specify:

\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)